

<p style="text-align: center;"><b>Requirement 4</b> <b>FEDERAL ASSURANCES</b> <b>COATES Human Services Reauthorization Act of 1998: Public Law 105-285</b></p>
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To the left of Federal Assurances 676(b)(1)(A) and 676(b)(1)(B) please indicate what activities your agency administers by placing a check in the box provided. **Additionally, provide a narrative description of the agency activities for each of the Assurances checked below:**

**1. Section**

**676(b)(1)(A):** To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

- |                          |   |
|--------------------------|---|
| <b>X</b>                 | i. remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);                |
| <b>X</b>                 | ii. secure and retain meaningful employment;  |
| <b>X</b>                 | iii. attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;   |
| <b>X</b>                 | iv. make better use of available income;  |
| <b>X</b>                 | v. obtain and maintain adequate housing and a suitable living environment;  |
|                          | vi. obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and  |
| <b>X</b>                 | vii. achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to: |
| <input type="checkbox"/> | (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and  |
| <input type="checkbox"/> | (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts.  |

## **Federal Assurances (cont.)**

### **2. Section**

**676(b)(1)(B):** to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as:

- X** (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- X** (ii) after-school childcare programs; and

### **3. Section**

**676(b)(1)(C):**

- ☐ to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts).

**Provide a narrative description of the agency activities for each of the Assurances listed below:**

#### **1. Section**

**676(b)(4):**

Will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals;

#### **2. Section**

**676(b)(5):**

Entities will coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services and a description of how the State and eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment system under the Workforce Investment Act of 1998.

#### **3. Section**

**676(b)(6):**

Will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that the emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.

- 4. Section 676(b)(9):** Entities will to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.

**Federal Assurances (cont.)**

- 5. Section 676(b)(10):** Each eligible entity to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.
- 6. Section 676(b)(12):** All eligible entities will not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System (ROMA), or another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.
- 7. Section 678D(a)(1)(B):** Ensure that cost and accounting standards of the Office of Management and Budget apply to a recipient of the funds under this subtitle.
- 8. Section 676(b)(3)(A):** Provide a description of the service delivery system, for services provided or coordinated with funds made available through grants under section 675C(a), targeted to low-income individuals and families in communities within the State.
- 9. Section 676(b)(3)(B):** Provide a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations.
- 10. Section 676(b)(3)(C):** Provide a description of how funds made available through grants under section 675C(a) will be coordinated with other public and private resources.
- 11. Section 676(b)(3)(D):** Provide a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.

**Federal Assurances (CAP Responses)**

**Section**

**676 (b)(1)(A)**

**i. Removing Obstacles and Solving Problems That Block Self-Sufficiency**

This will be achieved on two levels: by partnering with community-based organizations to leverage resources for low-income families, and through the Community Action Partnership's Family Self-Sufficiency program that provides case management to the target populations identified in Section 676(b)(1)(A).

**ii. Securing and Retaining Meaningful Employment**

This will be achieved through the Community Action Partnership's Family Self-Sufficiency program and by partnering with community-based organizations, training institutions and the local Workforce Investment Act entity to expand training and resources for low-income families and through case management and referrals to employment programs including the County's Welfare-to-Work (CalWORKs) program and the career centers funded by the Workforce Investment Act.

**iii. Attaining An Adequate Education**

The first step in achieving this objective begins with a comprehensive assessment to determine participants' educational needs. Particular attention will be given to each participant's literacy level. Next through referrals to resources in the community, including adult education centers, and support and guidance by case managers in the Family Self-Sufficiency program, participants will be assisted in progressing to their chosen goals. Case managers, utilizing resources at their disposal, including CalWORKs supportive services, will work towards eliminating any barriers to achieving education.

**iv. Making better use of available income**

This objective will be met through financial literacy workshops offered in the Family Self-Sufficiency program. Customers will receive training in developing and implementing household budgets, opening and maintaining bank accounts, and taking advantage of available resources. Financial literacy is a major component of the Earned Income Tax Credit campaign that assists low-income families claim the credit.

**v. Obtaining and maintaining adequate housing and a suitable living environment**

The cost of housing in San Diego has leveled off in recent months. However, despite this stabilization of costs, San Diego remains one of the most expensive housing markets in the nation. The region lacks sufficient affordable housing and sufficient shelters for homeless individuals and families, domestic violence victims, and runaway youth.

Homeless issues will be addressed through CAP's Family Self-Sufficiency (FSS) program funded with CSBG dollars and the Shelter Voucher Program. FSS providers will address homelessness as part of their Family Development case management strategy, which includes an assessment for families' risk status in the area of shelter and assistance with obtaining affordable housing. The Shelter Voucher Program is a collaboration between cities and the County to provide hotel/motel vouchers, case management, food, and transportation services primarily to homeless families with minor children, seniors and persons with disabilities. Services are provided year round through coordination with FEMA services (See Section 676 (b) 5), as a supplement to existing shelter facilities. Case management services are designed to enable the movement of families into transitional and permanent housing by removing barriers and providing appropriate resources.

**vi. Obtaining emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs**

Basic needs such as food and shelter will be met through the Family Self-Sufficiency (FSS) program. FSS providers obtain food supplies from the San Diego Food Bank, pantries operated by other community based organizations, churches and surplus food from local grocery stores. Emergency shelter needs are addressed in paragraph V. above. FSS providers link with the County's Health and Human Services Agency Family Resource Centers to assist customers in obtaining cash assistance, food stamps and medical coverage. In addition, FSS providers work with a variety of community-based and faith-based organizations to link customers to all available resources.

**vii. Achieving greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners.**

**viii. CAP will continue to develop service partnerships to address CAP's vision and mission of eliminating poverty. Over the past two years, CAP San Diego has developed private/public partnerships that assist low-income families and individuals. An example is the partnership developed with San Diego Rady Children's Hospital. The partnership which began with the distribution of child safety seats resulted in a comprehensive child injury prevention program.**

Also, CAP San Diego is working to develop capacity among the grassroots agencies providing services to refugee communities by partnering with the San Diego Refugee Forum (an association of refugee service providers and community members) to pursue funding opportunities. In addition, CAP SAN DIEGO is facilitating access for refugees to the county's mainstream resources.

Additionally, CAP staff partner with key regional staff and community stakeholders In each of the six service regions, to support regional collaboratives/initiatives that align with anti-poverty strategies for family stability and self-sufficiency. The focus is on the multiple service needs of low-income families/individuals, identifying and developing common threads between regional operations and CAP initiatives, and emphasizing interactive relationships across agency (formal/informal) to problem solve service issues.

**1. Section 676(b)(1)(B): Addressing the needs of youth in low-income communities through youth development programs that support the primary role of the family**

While the Community Action Partnership addresses these needs in a multitude of ways, there are three specific programs in which the agency engages youth and promotes youth development. These are:

**School-Based, Self-Sufficiency Services.** These are services for middle-school children, which are provided by a community-based social service agency working in close coordination with school staff and the community in a charter school. Services include gang intervention, crisis intervention, positive parenting, conflict resolution, cross-cultural development; drug abuse prevention; mentoring children of incarcerated parents and self-esteem development.

**Critical Hours.** This is an after-school program for middle-school children which provides a continuum of during the critical hours between 2 and 6 pm, when the majority of crimes committed by youth occur. The intent of the program is to reduce risky behavior, create a safe supportive environment, provide life skills that improve the children's ability to make positive life choices and achieve success in school. Services include skills building and academic assistance to the target population.

**Juvenile Diversion Services.** This program is designed to reduce the incidence of juvenile crime among at-risk and high risk youth to prevent entry or re-entry into the juvenile justice system. The service target population includes youth from 12 to 17 years of age and included the following activities: Skills Building; Community Service; and Academic Assistance.

## **2. Section 676(b)(1)(C): Making effective use and coordinating with other related programs**

The Health and Human Services Agency in addition to housing the Community Action Partnership also administers the CalWORKs (TANF) program and other public assistance programs. The Agency continues to integrate services through collaboration with a broad range of community organizations to avoid unnecessary duplication. CAP supports and expands this service coordination by partnering with community agencies and also requiring subcontractors to establish collaborative relationships with other agencies serving the same population. As noted in Section 1. ii (Securing Meaningful Employment), CAP also coordinates activities with the local Workforce Investment Act agency – the San Diego Workforce Partnership, at both the administrative level and through the one-stop shops.

### **1. Section 676(b)(4): Providing emergency supplies**

Emergency needs will be met by the Community Action Network as noted in 1- vi. (Section 676(b)(1)(A)).

### **2. Section 676(b)(5) Coordinating and establishing linkages between governmental and other social services programs**

In each of the six geographic service regions, an assigned CAP liaison partners with key regional staff and community stakeholders to support regional collaboratives/initiatives that align with anti-poverty strategies for family stability and self-sufficiency. The goal is to identify and leverage opportunities and resources wherever possible with community partners.

Additionally, the County Health and Human Services Agency has an ongoing and effective working relationship with the San Diego Workforce Partnership that includes review of proposals to operate the Workforce Partnerships Regional Career Centers. CAP has an integral role in the interagency relationship that involves coordination with the Health and Human Services Agency, and the Strategy Planning and Operations Support Division that has the lead role in working with the Workforce Partnership. At the service delivery level, the Family Self-Sufficiency Services program is closely coordinated with Workforce Partnership Career Centers, Refugee Services, and the Children's Initiative. Furthermore, the San Diego Workforce Partnership is a key partner in Earned Income Tax Credit (EITC) program lead by CAP San Diego.

### **3. Section 676 (b) (6) Ensuring coordination between antipoverty programs**

CAP as part of the Health and Human Services Agency, coordinates effectively with the Agency's CalWORKs program. Many participants in the Family Self-Sufficiency program are public assistance recipients, some of whom receive services to resolve issues that have caused them to be sanctioned for non-cooperation in the Welfare-to-Work program. CalWORKs participants who are "timing out" are given priority in the Family Self-Sufficiency program.

As mentioned previously, CAP supports the coordination of anti-poverty programs by partnering with community agencies and requiring subcontractors to establish collaborative relationships with other agencies serving the same population.

**4. Section 676(b)(9): Coordinating programs and forming partnerships**

CAP values and maintains ongoing collaborative relationships with a wide range of community-based and faith-based organizations and agencies to maximize limited resources for low-income families. For example, CAP has enjoyed a long-standing relationship with the Ecumenical Council of San Diego that operates the Interfaith Shelter Network, a faith-based program that provides shelter to homeless families. Additionally, CAP partners with the City of San Diego, the County's Housing and Community Development Department as well as homeless service providers to offer emergency shelter during the winter months to homeless families and at-risk individuals.

The Earned Income Tax Credit program is another example of a private/public partnership formed to provide countywide free tax preparation to low-income families that returns millions of dollars to San Diego communities. The partnership includes AARP and the Internal Revenue Service.

**5. Section 676(b)(10): Petitioning to be on the Board**

The Community Action Board of the County of San Diego is a tripartite body in compliance with the federal statute and the California Government Code. The Board of Supervisors appoints members of the public sector to the Board. The Community Action Board selects members of the economically disadvantaged sector and the private sector. When vacancies occur, the Nominating Committee of the Board publicizes vacancies with the assistance of collaborative networks, community-based organizations and the Health and Human Services Agency. All individuals seeking membership in the economically disadvantaged sector, and organizations seeking representation in the private sector of the Board, are accepted for consideration as long as there is no potential conflict of interest. However, persons seeking to represent the low-income population must demonstrate a close connection with the population and the ability to represent the interests of the economically disadvantaged.

Individuals, groups, or organizations can submit a letter to the Chairperson of the Community Action Board petitioning for membership. The CAP Nominating Committee reviews and considers the petition. This assures that the Community Action Board will continue to be inclusive and focus on the needs of economically disadvantaged persons.

**6. Section 676(b)(12): Participation in ROMA**

The County of San Diego has moved the measurement of process objectives to actual outcome objectives. Board Policy A-119 (Outcome Based Measures for Health and Social Services Contracts), requires results-based measurement of performance.

The County of San Diego utilizes the National Performance Indicators which are outcome based goals. These NPI measures are operationalized in CAP's contracts with the FSS providers. Additionally, the contract payment methodology is pay-for- performance.

**7. Section 678D(a)(1)(B)**

The County of San Diego adheres to the highest standards of fiscal accountability, and fully complies with the standards of the Office of Management and Budget. The Community Action Partnership adheres to these standards and all State and locally prescribed by federal and state regulations in the administration of Community Service Block Grant funds and other programs in its purview. CAP subcontractors are held to these standards as well. With the transition to pay for performance contracting, contractor claims are based on paypoints achieved. These paypoints are validated through random inspection.

The County's Auditor and Controller ensures that the financial transactions of all County departments, offices and other subdivisions of the County are in conformance with generally accepted accounting principles and requirements prescribed by the State Controller and that they are adequate to record:

- a. All budgeted revenue and appropriations, together with additions or transfers thereto and expenditures or transfers there from;
- b. All amounts or unexpended appropriations which have been legally encumbered, and the unencumbered, unexpended balances of such appropriations;
- c. All revenues accrued and liabilities incurred;
- d. All cash receipts and disbursements;
- e. All transactions affecting the custody or disposition of County assets.

## **8. Section 676(b)(3)(A): Service Delivery**

Recognizing that both societal and individual factors play a role in poverty, CAP's service delivery strategy focuses on providing opportunities for families, and building/enhancing community capacity to address systemic causes of poverty and promote healthy, self-sufficient communities. The Earned Income Tax Credit program serves as a prime example of this two-tiered service delivery structure and is detailed below, under both the family and the community levels to illustrate how this strategy work is implemented.

*The family level:* Building on the success of the current Community action Plan (2006/2007), the Family Self-Sufficiency program helps families and individuals resolve barriers to self-sufficiency. This program utilizes the Family Development model that emphasizes family strengths rather than deficits in the identification and elimination of barriers to self-sufficiency and is designed to adjust service strategies to large variations in family needs. The principal methodology is assessment, planning, consultation, and referrals, with the families viewed as service partners.

Families are also assisted with asset development through the Earned Income Tax Credit campaign. This highly successful campaign is further enhanced in the 2008/2009 plan with the renewed emphasis on financial literacy services and asset building programs such as Individual Development Accounts (IDAs) and asset accumulation.

*The community or macro level:* At this level, community capacity is enhanced through developing close partnerships with community agencies. CAP's Community Strategies and Initiatives (CSI) unit was formed for the express purpose of serving as a link to the community and transform into action the Community Action vision of changing peoples' lives and improving the communities of San Diego. Community liaisons partner with key regional staff and community stakeholders to support regional collaboratives/initiatives that align with anti-poverty strategies that support family stability and self-sufficiency.

The focus is on the multiple service needs of low-income families/individuals, identifying and developing common threads between regional operations and CAP initiatives, and emphasizing interactive relationships across agencies (formal/informal) to problem solve service issues. Additional details of this strategy are provided in CSD 801 (NPI 4.1.).

Service delivery in the County of San Diego's Family Self-Sufficiency Services program is regionalized in accordance with the County's Health and Human Services Agency's practice of making health and social services more accessible. Family Self-Sufficiency Services are provided in each of six geographic service delivery regions county-wide.

Specific services consist of:

- Free tax preparation and EITC assistance for low-income families;
- Financial literacy services and asset building and asset protection programs (including the formation of Individual Development Accounts;
- Access to health insurance, food stamps and other public assistance programs;
- Emergency assistance and crisis intervention;
- Family Self-Sufficiency services focused on family strengths;
- Injury prevention, including child safety seats;



- Homeless services;
- Services to at-risk youth (at-risk for entry into the juvenile justice system); and
- After-school programs to middle school aged youth including siblings.

#### **9. Section 676(b)(3)(B), Linkages to Fill Identified Gaps.**

Linkages will be developed at both the organizational level and at the direct service level. At the organizational level, linkages will occur at the executive level between CAP San Diego and other organizations in the community that serve low-income families. One example of such linkages is in the area of employment and training where CAP will engage with the Workforce Partnership (the region's Workforce Investment Act governance organization) to reinforce the existing collaboration and develop mutually beneficial activities to employ low-income families.

At the direct service level, CAP's Family Self-Sufficiency (FSS) providers (community-based agencies operating under contracts) will implement collaboration in all six service regions of the County, by working closely with each WIA career center. FSS providers tap additional resources available through the CalWORKS employment services network for the families they serve who receive public assistance. In addition, FSS providers are tasked with developing close working relationships with the Health and Human Services Agency's Family Resource Centers in each of the six service regions. These relationships are formalized through Memorandums of Agreement.

Finally, public-private partnerships form the basis of the Earned Income Tax Credit campaign. Each year the goals and objectives of this program are met through a network of public and private agencies. Linkages are established and enhanced throughout the year with leadership provided by CAP San Diego.

#### **10. Section 676(b) (3) (C): Available Funds through Grants**

CAP San Diego actively seeks to develop new funding sources and leverage CSBG funds to expand resources available for program operations. In keeping with federal guidelines under this section, CAP has demonstrated an ability to identify and leverage existing community resources to ensure that program participants receive comprehensive services. Service providers are required to operate within networks and collaborative relationships, which facilitate an integrated service delivery system for low-income families and individuals.

CAP San Diego engages in functional threading, both internally and externally, and coordination by involving and bringing together County programs and departments and community agencies in the support of County strategic initiatives such as: Kids, Safe and Livable Communities and the EITC campaign.

In 2008, FSS contracts will require providers to distribute Food Stamp information and provide referrals. FSS providers will prioritize service delivery to CalWORKs "timed out" individuals and will strengthen links between FSS providers and Agency, Family Resource Centers (FRCs). In addition, CAP San Diego has approached San Diego Gas & Electric (SDG&E) to provide information regarding their energy assistance programs through the FSS program.

Funding is also coordinated through funding partnerships. For example, San Diego Unified School District funds are used to supplement Community Services Block Grant funds to operate an on-campus self-sufficiency program for middle school students and their families in an economically disadvantaged community of San Diego. Also, funding from the City of San Diego and the County of San Diego's Housing and Community Development is used to augment Community Services Block Grant revenue to operate homeless programs.

It is the policy of the County's Health and Human Services Agency to strengthen service coordination by involving staff from all relevant programs and geographic service delivery regions during the development of any program plan. CAP San Diego contacted regional staff to identify key collaboratives to include in the public hearings.

#### **11. Section 676(b)(3)(D): Use of Local Entity Funds to Support Innovative Community and Neighborhood-base Initiatives**

As mentioned previously, CAP San Diego has developed many private-public partnerships that assist low-income families and individuals. Two highly successful partnerships have been with local hospitals, San Diego Rady Children's Hospital and Scripps Hospital. The partnership with Rady Children's Hospital resulted in the development and implementation of a comprehensive child injury prevention program that was recognized by the National Association of Counties (NACo) as a best practice. The partnership with Scripps Hospital resulted in the development of the *Healthy Youth, Healthy Futures Program* that promotes health careers to low-income youth by offering mentoring and job shadowing. The program began with middle school youth and has now expanded to refugee youth and youth attending juvenile court schools.

The school-based Self-Sufficiency program at O'Farrell Middle School places equal emphasis on the social, intellectual, psychological, and physical needs of their students, and offers self-sufficiency services at the Middle School campus for the students of O'Farrell and their families. The on-site support provided by the school's Family Support Services team of social workers offers a range of services, including intervention programs and conflict management sessions.